

January 2012

## Changes to the Governor's Highway Safety Program's Points System and Online Campaign Reporting Application

The GHSP Points System and Online Campaign Reporting application (GHSP application) will be moving to a new secure web site in the coming months. This change will require all users who use and access the GHSP application to have an NCID (North Carolina Identity Management Service) username and password.

Please continue using your current GHSP-assigned usernames and passwords. The GHSP Administrator, Ms. Dean Toler, will notify all agencies when to begin using the NCID username and password.

**If you use the CJLEADS Warrant Program**, this program uses NCID to validate username and password when logging into the program. You can use this NCID username and password for the GHSP application. Please send via email your NCID username to the GHSP Administrator, Ms. Dean Toler ([dtoler@ncdot.gov](mailto:dtoler@ncdot.gov)). Do not send your password.

**If you are a Law Enforcement Liaison, Reporter and/or County Coordinator** and do not have an NCID account, you must set up a Business User NCID account. Create only one NCID account, even if you are assigned to several roles within the GHSP application. Please do not share an NCID username and password. Do not send your password.

**If you are a State Employee** and use BEACON, OPUS, or other State applications that use NCID, you can use the same NCID username and password for the GHSP application. Please send via email your NCID username to the GHSP Administrator, Ms. Dean Toler ([dtoler@ncdot.gov](mailto:dtoler@ncdot.gov)). Do not send your password.

### How to apply for an NCID username and password:

- Copy and paste the following URL into your web browser address field: <https://ncidp.nc.gov/pmf/Registration.html> and create a business account (not as local government, etc.) for your NCID username and a password.
  - If you have trouble creating an account, contact ITS Service Desk.
    - Phone: 919-754-6000, or toll free at 1-800-722-3946
    - Email: [its.incidents@its.nc.gov](mailto:its.incidents@its.nc.gov).
- Once you receive verification of your NCID username and password, you must log into NCID within three (3) days to change the temporary password and setup the challenge questions; otherwise your account will not be validated. Please follow all instructions.
- Please contact the GHSP Administrator via email ([dtoler@ncdot.gov](mailto:dtoler@ncdot.gov)) to provide your new NCID username, contact name, title, agency, and email. Do not send your password.

### Note:

- Please notify the GHSP Administrator if any information changes (NCID username, contact name, title, agency, and email) before the NCID rollout is complete.
- Never share your password with anyone.